



**JOB ANNOUNCEMENT**  
**DEBT ANALYST – OFFICE OF THE STATE TREASURER**  
**OLYMPIA, WASHINGTON**

The Office of the State Treasurer is seeking candidates for an Analyst position in the Debt Management Division in Olympia, Washington. The position is exempt from civil service and is currently open.

**Scope of Responsibility**

The person selected to fill this position will be responsible for performing critical analytical and data-intensive functions related to the state's issuance of debt to fund capital projects. This person will join a small team in the Debt Division of the Office of the State Treasurer and report directly to the Deputy Treasurer for Debt Management. Responsibilities include providing technical assistance and analysis related to debt activities, including the preparation of official statements, contracts and compliance reports, database development and management, statistical analysis and financial reporting. The position requires the ability to effectively communicate with state agencies, local governments, legislative staff, bond counsel and financial advisors on matters related to the issuance of debt.

Extensive training to support these functions will be provided. Topics include financial markets, fixed income mathematics, accounting basics and financial market software, as well as the legal, statutory and regulatory framework for debt issuance. The person selected to fill this position is expected to fully engage in this training to develop the wide range of skills needed to support debt issuance.

Typical duties and responsibilities include, but are not limited to:

*Bonds and Financing Leases*

- Work with others to collect, update and analyze data required for the state's bonds and financing leases. Develop and present debt related analysis, reports and data as requested by management, staff and state agencies.
- Share responsibility for managing all technical aspects of the issuance of the state's debt, including planning, sizing and structuring bond issues. Share responsibility for reviewing offering documents and executing debt sales.
- Review the financial statements of local governments participating in the State debt programs. Communicate program requirements to participants.
- Develop technical expertise to review complex finance models for project financings.

### *School Bond Guarantee Program*

- Take primary responsibility for managing all aspects of the School Bond Guarantee Program, including the review of applications, issuance of certificates of eligibility and management of the database of guaranteed bonds.
- Communicate program requirements to participants.

### *Legislative and Administrative Process*

- Participate in the legislative process on issues related to government finance and agency debt policies. Respond to requests for information from legislators, legislative staff, committees, state agencies and local governments.
- Effectively engage with state agencies, local governments and professional organizations to communicate regulations and standards related to debt financing. Participate in financial training for other state agencies.

### **Desirable Qualifications**

- An interest in public sector finance.
- A willingness and ability to fully engage in training on financial and accounting topics.
- A master's degree in economics, business or public administration, or related field; OR A bachelor's degree in business administration, finance, economics, mathematics or related field; and two years of relevant professional experience.
- Facility with using a large database and extracting data for presentations in multiple formats.
- Excellent analytical, written, oral presentation and organizational skills.
- Attention to detail.
- Additional professional experience in financial management or analysis.

### **Salary and Benefits**

Salaries are competitive, depending on the successful applicant's education and experience. Employee benefits include: vacation and sick leave, paid state holidays, health, life and other optional insurance, and retirement plans.

### **Applications**

Applicants are encouraged to submit a letter of interest and a current resume to Stacy Pierson at [stacy.pierson@tre.wa.gov](mailto:stacy.pierson@tre.wa.gov). The position is currently open and interviews will begin immediately.

NOTE: This position is not covered by the Fair Labor Standards Act.